

## **EXPLANATION OF THE THREE WISCONSIN STATE EMPLOYEES COMBINED CAMPAIGNS**

The following explanation is provided to help campaign coordinators and chairs understand an overview of the three campaigns that comprise the State Employees Combined Campaign in Wisconsin.

**State Employees Combined Campaign (SECC)** is the official legal name of the workplace giving campaign that includes state employees, University of Wisconsin employees, and UW Hospital and Clinics employees. The campaign is divided by geographic area, that is, there is an SECC – Statewide campaign, an SECC – Milwaukee County campaign, and an SECC – Dane County campaign. The SECC Dane County campaign is known as the “Partners in Giving” campaign.

If you have an employee (or if you are an employee) who is wondering why they received a pledge form and campaign materials from a certain campaign, this explanation may help.

- SECC – Milwaukee County campaign materials (including personalized pledge forms) will be distributed to all State and University employees who work in Milwaukee County
- SECC- Dane County (Partners in Giving) campaign materials (including personalized pledge forms) will be distributed to all State, University, and UWHC employees who work in Dane County
- SECC – Statewide campaign materials will be distributed to all State and University employees who do not work in either Dane or Milwaukee Counties. Some state agency employees can contribute via an online campaign and do not receive printed materials unless needed.

**Again, the campaign for which an employee receives campaign materials and information is based upon the county in which the employee works. It is not determined by the county in which the employee resides.**

Additional details regarding the process for determining employee participation in one of the three campaigns is provided below.

Employee information used for the State Employee Combined Campaigns is extracted from a data file from the Central Payroll office located within the Department of Administration. Information from each agency payroll records is linked to the master data file. Payroll records need to be accurate within each agency for the sort to work correctly.

The main sorting factor for each individual's materials is the county in which the person works. So, if an employee works in Dane County, and the appropriate payroll field indicates the same, then that employee's name will appear on the Partners in Giving list and she/he will receive materials for that campaign. If the payroll record is improperly coded in the agency's payroll database, then the employee will not receive the correct materials. Not all campaigns receive pre-printed pledge forms, the SECC – Statewide campaign uses non-personalized forms or an online campaign.

Errors on the pre-printed forms and materials should be brought to the attention of the agency's payroll staff members, who, in turn, need to check for proper coding in all fields of the payroll record and make any corrections necessary.

As a reminder, the total employee count is derived from the payroll records, plus any changes that may have been made since the lists were run, which is typically done the end of August. These total employee counts are used to figure end-of-the campaign awards.